

3358:11-5-25 Faculty rank policy.**(A) Purpose.**

- (1) Owens community college has a system of faculty rank which categorizes into four classes: instructor; assistant professor; associate professor; and professor. The initial rank for new employees is determined by the president with input from the chair, the dean, and the vice president/provost. A new member coming from another regionally accredited post-secondary institution may enter at the rank held at the other institution. Years in rank is defined as "years in rank held at Owens community college."
- (2) Promotion from one rank to the next is accomplished by applying for rank promotion; meeting predetermined criteria and receiving the recommendation of supervisors; receiving the recommendation of the rank committee; and, upon the recommendation of the vice president/provost and the president, receiving the approval of the board of trustees. Consideration for rank promotion includes evaluation of teaching effectiveness, professional development and contributions to department, college, profession, and community.
- (3) The college recognizes that contributions to Owens community college take many forms.
 - (a) Evidence of teaching effectiveness. Demonstrated competency in the instructional activity; including classroom/laboratory instruction, curriculum and/or program development, development of innovative teaching methods, and other course involvement.
 - (b) Performance of departmental duties. Demonstrated involvement in and a contribution toward departmental activities.
 - (c) Participation in non-departmental activities. Demonstrated contribution to the overall growth and betterment of the institution.

(B) Persons eligible for consideration of change in rank.

- (1) Any member of the teaching faculty with a full-time, on track or tenure-track status with a three-quarter time teaching load (one hundred seventy-three days). Teaching faculty holding temporary contracts are not eligible for tenure and, thereby, ineligible for rank promotion. Eligibility for future rank promotion begins with the issuance of the first full-time, non-temporary tenured track contract. Temporary and part-time contracts will not be considered when determining "years in rank."
- (2) Certain full-time members of the administrative/professional staff holding non-temporary contracts who teach a minimum of one credit course per academic year.

(C) Criteria for rank change.

- (1) Activities to be evaluated as consideration for rank promotion must be activities in which the candidate for rank change has been involved since the spring semester of the calendar year last rank was awarded and must be directly related to education or to the applicant's field of specialization. A candidate for rank change must meet the following minimum requirements to be considered for rank change. (The meeting of these basic criteria does not in itself qualify an applicant for rank promotion; a demonstration of sound teaching is essential for the recommendation and subsequent approval of rank change.)
 - (a) Have a minimum of three years in current rank at Owens community college prior to promotion to each rank level.
 - (b) If applying for the rank of associate professor, have a baccalaureate degree or a terminal degree or the highest level of professional certification appropriate for the area of instruction.
 - (c) If applying for the rank of professor, have a master degree or a terminal degree or the highest level of professional certification appropriate for the area of instruction.
 - (d) Demonstrate a contribution to the overall growth and betterment of the college through performance of non-departmental duties. Contributions may include involvement in special grant programs, participation in special college programming activities and events, development of specialized training programs, membership on

committees/task forces, relevant outside employment, educational pursuits, community service, and public presentations. Pre-employment experience is considered under performance of non-departmental duties for those persons applying for promotion from the rank of instructor to the rank of assistant professor, provided the pre-employment experience has occurred within the last six years.

- (D) Implementation. The vice president, human resources will implement this employment rule. The vice president/provost is the administrative advocate of the rank review committee. The rank review committee is a college standing committee empanelled for the purpose of reviewing applications and making recommendations of qualified candidates for rank promotion to the vice president/provost. The office of the provost shall support the activities of the rank review committee and shall facilitate the annual rank review process. The vice president, human resources shall verify applicant information. The vice president/provost and president shall recommend candidates qualifying for rank promotion to the board of trustees.

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Certification

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